

CITY OF MANCHESTER

HUMAN RESOURCES DEPARTMENT

ONE CITY HALL PLAZA

MANCHESTER, NH 03101

TEL: 603-624-6543 (VOICE/TTY)

FAX: 603-628-6065

WEB SITE: www.ManchesterNH.gov



LIBRARY CLERK I (PART-TIME, TEMP)

(Announcement No. R-016-07)

Grade 8

Starting Pay: \$9.68 per hour– no benefits

15 hours per week, (two evenings and every Saturday)

THE JOB:

Provides circulation services to patrons. Checks materials in and out using automated on-line service; collects money for services and fines; resolves patron service problems; issues library cards; and performs project assignments.

MINIMUM

QUALIFICATIONS:

High School graduate or GED, and some keyboard experience; or any equivalent education and training.

NOTE: Offer of hire conditional on candidate's ability to complete essential job functions, with or without accommodations, as determined by medical exam.

APPLICATION

PROCEDURES:

Although submission of a resume is optional, candidates must complete a City of Manchester Employment Application, available at above address.

OPENING DATE:

Wednesday, Jan. 31, 2007

CLOSING DATE:

Open until filled

OFFICE HOURS:

Office Hours: Monday through Friday, 8:00 AM to 5:00 PM

The City of Manchester is an Equal Employment Opportunity Employer

*****PLEASE POST*****

THIS DOCUMENT IS AVAILABLE IN ALTERNATE FORMATS UPON REQUEST